

## Public Notification Requirements

Effective July 30, 2007	PLANNING COMMISSION AND CITY COUNCIL					DEVELOPMENT REVIEW BOARD	BOARD OF ADJUSTMENT	RESPONSIBLE PARTY
	General Plan Amendment (Major & Non-Major)	Zoning Change / Amendment (includes site plan and stip changes)	Zoning Text Amendment	Conditional Use Permit (includes municipal use master site plan)	Abandonment	Site Plan, Prelim. Plat, Building Elevation	Variance	
<b>Pre-Application</b>								
<b>City Web Site</b>	yes	yes	yes	yes	yes	yes	yes	City
<b>Citizen Review Plan</b>	▼	required	required	no	no	no	no	Applicant
<b>GP Neighborhood Involvement Plan</b>	required	no	no	no	no	no	no	Applicant
<b>Neighborhood Notification Plan</b>	no	no	no	required	▼	required	required	Applicant
Project Under Consideration Sign	▼	4'x4'	▼	▼	no	▼	no	Applicant
Project Information Letter/Postcard Radius of notification area	750' ***	750' **	750' *	750' **	▼	750' **	750' **	Applicant
Open House Meeting – Notify Project Coordinator in Advance	required	required	required	▼	▼	▼	▼	Applicant
Citizen/Neighborhood Report	required	required	required	required	▼	required	▼	Applicant
<b>Formal Application</b>								
<b>Keeping You Informed postcard</b> Radius of notification area (10-14 days after submittal)	750'	750' **	*	750' **	750'	750'	750' ◇	City
<b>Notice of Public Hearing Sign</b>	4'x4' Applicant	4'x4' Applicant	no	4'x4' Applicant	3 signs: 2'x3' City	2'x3' City	2'x3' City	Applicant/City
<b>Newspaper Ad for public hearing</b>	yes	yes	yes	yes	yes	no	yes	City
<b>City's web public hearing info</b>	yes	yes	yes	yes	yes	yes	yes	City
<b>Posting of Agendas</b> (on-line & at 3 public places)	yes	yes	yes	yes	yes	yes	yes	City
<b>Planning Commission Hearing Info Postcard</b> (15 days prior)	750' **	750'	*	750'	750'	n/a	n/a	City
<b>City Council Hearing Info Postcard</b> (15 days prior)	750' **	750'	*	750'	750'	n/a	n/a	City
<b>Other legal requirements</b> (certain projects)	see statutory requirements	see statutory requirements	see statutory requirements	▼	▼	▼	▼	Applicant/City

\* Text Amendment notification list, plus any stakeholders      \*\* Plus additional notification list that includes utilities, schools, interested parties within the city, county, and abutting cities and towns.      \*\*\* Plus stakeholders or associated interested parties as determined by Coordinator      ◇ Hearing postcard      ▼ May be required, consult Coordinator